

Role Based My Processes - Agency IT Resource

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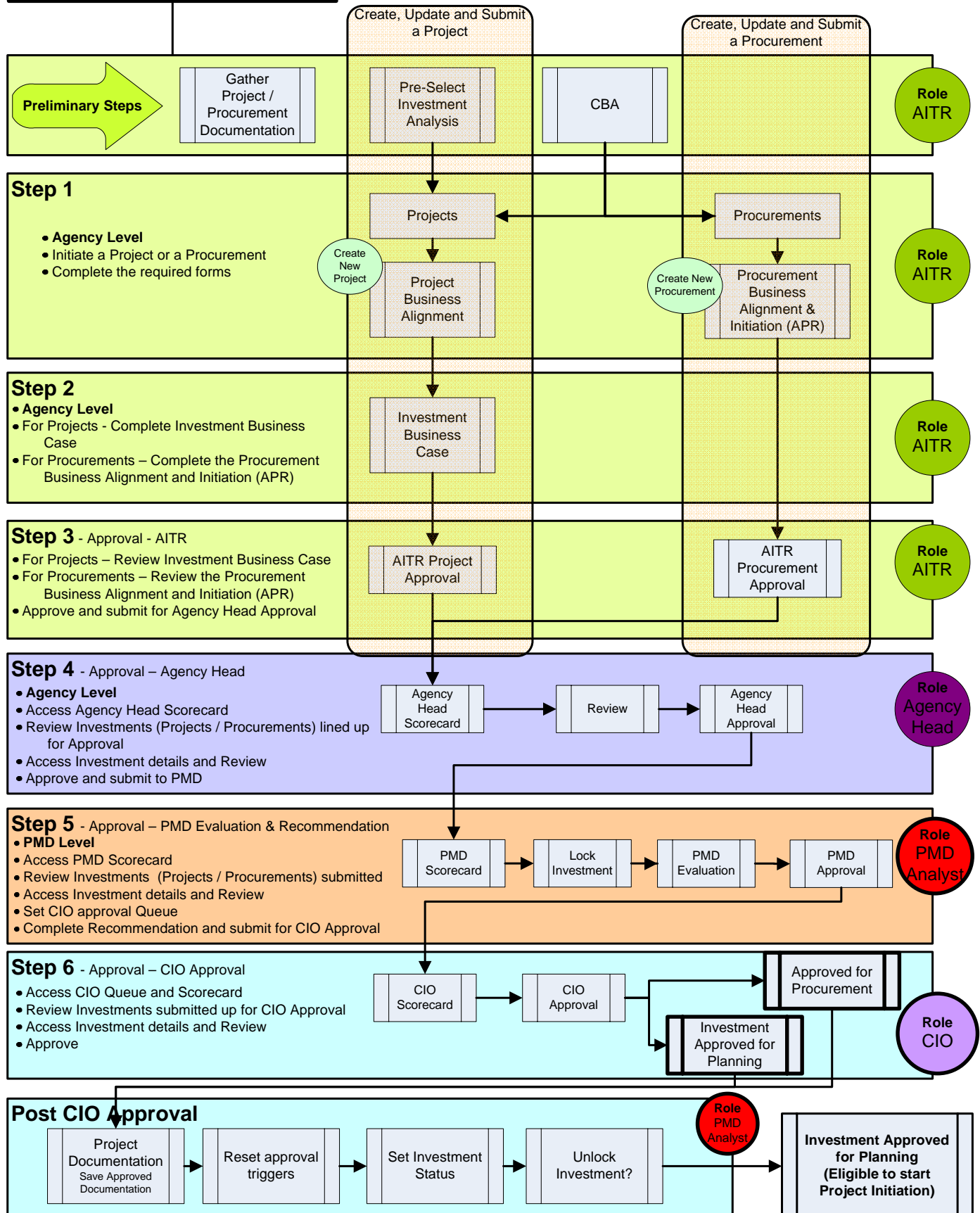
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IT Strategic Planning (ITSP) (Pre-Select and Select) Phase

Strategic Planning Process in the CTP - ProSight Portfolios Tool



Project Initiation Process

Project Initiation Process (Development Approval – Original Baseline) in the CTP - ProSight Portfolios Tool

Initiate Update and Submit – Project Proposal and Project Charter

Step 1

Select the Strategic Plan Approved Investment

Project Analysis Worksheet

CBA

Preliminary Risk Assessment

PM Qualification

Role PM User

- Agency Level
- Initiate and complete the Project Proposal and Project Charter
- Complete the required forms

Project Proposal

Project Charter

Step 2

Agency Level – Business Sponsor Approval

- Initiate a Project Proposal
- Complete the required forms

Review PM Qualification

Review Project Proposal and Project Charter

Approve

Role Business Sponsor

Step 3

Agency Level - Agency Head Approval

- Access Agency Head Scorecard
- Review Investments / APR lined up for Approval
- Access Investment details and Review
- Approve and submit for Agency Head Approval

Access Agency Head Scorecard

Review Project Proposal and Project Charter

Approve

Role Agency Head

Step 4

Secretariat Level - Secretariat Approval

- Access Secretariat Scorecard
- Review Projects lined up for Approval
- Access Project Details and Review
- Review Balance Scorecard Summary
- Approve and submit for PMD Evaluation and Recommendation

Secretariat Scorecard

Review Project Documents

Review Balance Scorecard

Secretariat Approval

Role Secretariat

Step 5

PMD Level - Evaluation & Recommendation

- Access PMD Scorecard
- Review Investments lined up for Approval
- Access Investment details and Review
- Complete Balance Scorecard Evaluation
- Set CIO approval Queue
- Approve and submit for CIO Approval

PMD Scorecard

Lock Investment

PMD Evaluation

PMD Approval

Role PMD Analyst

Step 6 - Approval – CIO Approval

- PMD Level
- Access CIO Queue and Scorecard
- Review Investments / APR lined up for Approval
- Access Investment details and Review
- Approve

CIO Scorecard

CIO Approval

Role CIO

Step 6 - Approval –ITIB Approval

ITIB Scorecard

ITIB Approval

Role ITIB

Investment Approved for Development

Project Documentation
Save Approved Documentation

Reset approval triggers

Set Investment Status

Unlock Investment?

Project eligible to START Detail Project Planning

Initiate, Update, and Submit a Detail Project Plan

Step 1A – Preliminary

- Agency Level
- Initiate a Project Plan

Select Project
that has
Approval for
DevelopmentComplete
the Project
ComplexityGet the list of
Required
Project Plan
DocumentsRole
PM
User

Reference Documents and Templates to help you complete Step 2

Cost Benefit
AnalysisExternal
UploadWork
Breakdown
Structure
TemplateExternal
TemplateOrganiza
WBS
WorksheetExternal
TemplateProject
Documentation
(Proposal , Charter,
etc..)Role
PM
UserActivity Definition &
Sequencing
Worksheet TemplateExternal
Template

Step 2

- Agency Level
- Complete required plans

Project
Scope and
Business
Objective
WorksheetWork
Breakdown
Structure
TableExternal
UploadOrganization
WBS
WorksheetExternal
UploadActivity
Definition &
Sequencing
WorksheetExternal
UploadRole
PM
UserResource
PlanProject
ScheduleRisk
Managemen
t PlanProcurement
PlanCommunicat
ions PlanQuality
Management
and IV&V PlanChange and
Configuration
Management
PlanPerformance
Plan

Budget Plan

Step 3

- Agency Level
- Summary data from the above plan is presented in and as Project Plan (summary Document)

Project Plan
(Summary)Role
PM
UserSubmit to Project
Sponsor

Step 4

- Agency Level
- Project Sponsor and IAOC

Project
Sponsor / IAOC
Review and
ApprovalRole
Project
Sponso
rRole
IAOC

Step 5

- PMD Review of the Project Plan

PMD Review of
Project PlanApproval On
Behalf of CIORole
PMD
Analyst

Step 6 – Post CIO Approval

Complete
Project Planning
Transition
ChecklistRole
PM
User

Control Phase – Execution and Control Processes

Execution and Control Processes in the CTP - ProSight Portfolios Tool

Process involves update of Project Plan Documents and review and update to

- Project Status Report
- Issue Management Log
- <10% Change Control Requests and >10% Change Control Requests

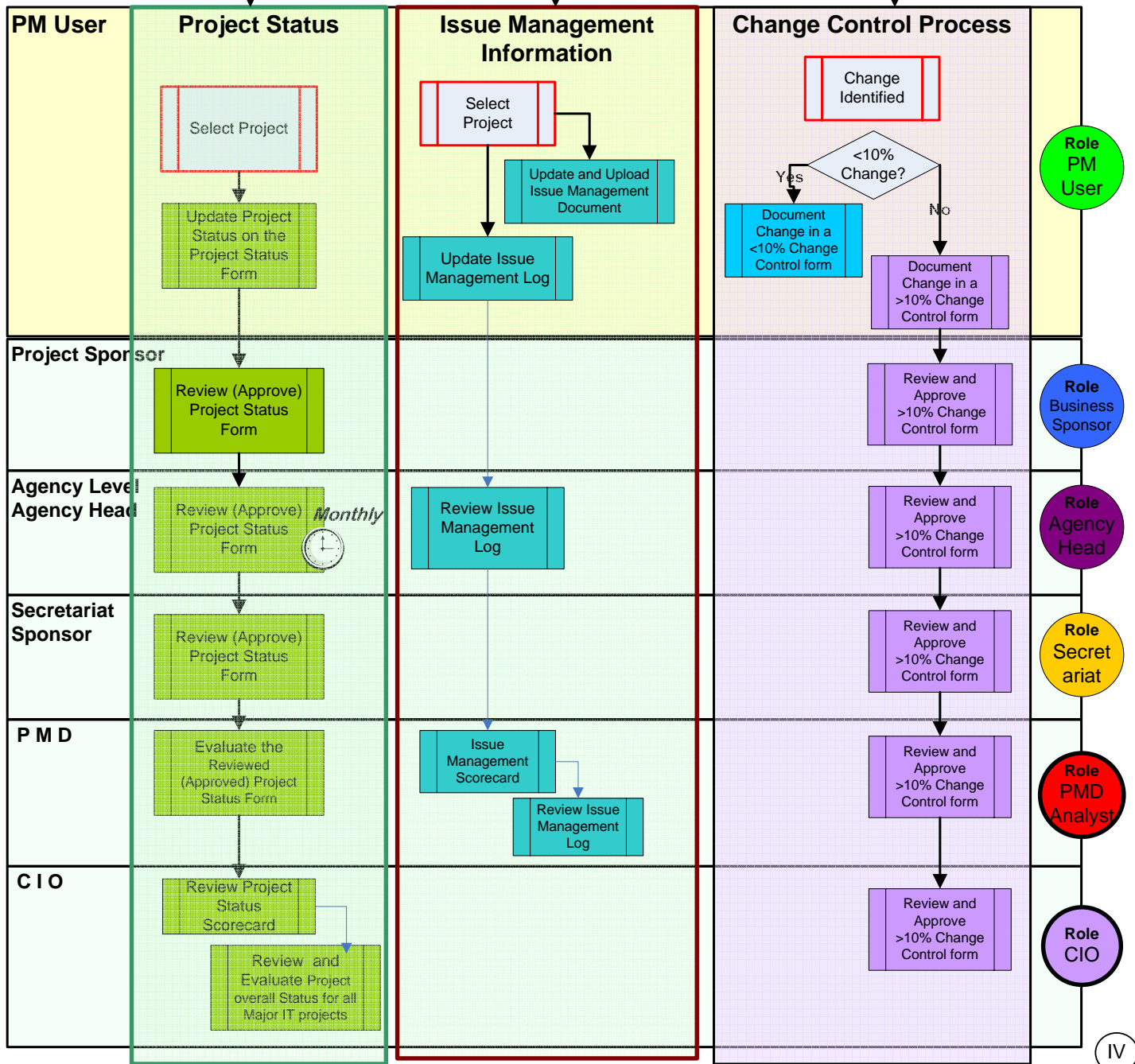
UPDATE PROJECT PLAN DOCUMENTS

Project Schedule
(update as necessary)

Project Budget Plan
(update as necessary)

Project Risk Plan
(Update Risks)

Performance Plan
(update as necessary)



Role: Agency IT Resource (AITR)

Agency IT Resource is responsible for completion of the following tasks:

Process:

1. IT Strategic Planning (ITSP) (Pre-Select and Select) Phases:

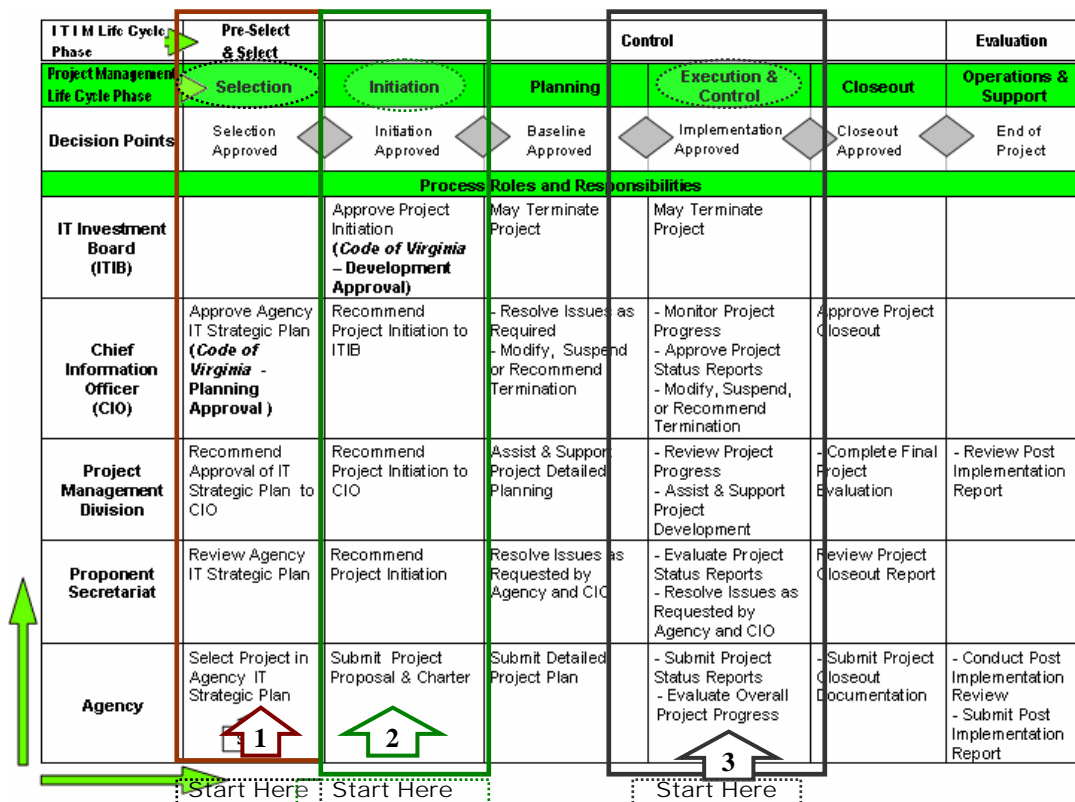
- 1.1 Create or Update and Submit New Projects
- 1.2 Create or Update and Submit New Procurements
- 1.3 Review Approval Status Score Card
- 1.4 Set Budget Appropriation / Funding Status
- 1.5 Set Priorities for Major / Non Major Projects
- 1.6 Review and Print Appendix – A
- 1.7 Certify Major Projects
- 1.8 Certify Agency Strategic Plan

2. Project Initiation (Control) Phase:

- 2.1 Initiate, Update and Submit – Project Proposal and Project Charter

3. Project Execution and Control (Control) Phase:

- 3.1 Review - Project Status Report and Scorecard
- 3.2 Create, Update, and Submit Procurement Initiation (APR)



Process 1. IT Strategic Planning (ITSP) (Pre-Select and Select) Phase:

In the **Pre-Select Phase** the IT components of an agency's business needs are identified, analyzed, and documented. Potential technology solutions (investments) are also identified and evaluated in light of Commonwealth and agency IT strategic plans, the Enterprise Technology Architecture, and other standards. The Pre-Select Phase allows an agency to begin the process of defining business objectives, associated costs, and performance measures that result in making an investment case for meeting a business need. The Pre-Select Phase activities need to be performed sequentially in order to complete this phase successfully.

The purpose of the **Select Phase** is to decide which investments to pursue because they best support an agency's mission, strategic goals, and mandates, as well as Virginia's vision and long term objectives.

Sub-Process 1.1 Create or Update and Submit a New Project:

Complete the following steps to create a new project:

Step 1: Access the Project Business Alignment Form

Instructions to Access a Project Business Alignment Form

Access My Portfolios:

- Click on "View" button on the ProSight Menu Bar
- Click on "Show/Hide My Portfolios" from the Menu List
 - "My Portfolios" will be displayed on the left-hand side of the Screen

Access Project Business Alignment Form:

- In My Portfolios Section click on the drop- box option
- From the drop-box select the following:
- CTP processes > ITIM Processes > Role based Processes > AITR Processes > Create, Update, and Submit a New Project
- Under "Create, Update, and Submit a New Project" folder click on the Project Business Alignment form

Form - Project Business Alignment Form (provide link to the form)

- Project Business Alignment Form will be displayed

Step 2: Click on the "New" Icon in the upper right corner of the screen

- A blank Project Business Alignment Form will be displayed
 - Verify the following before updating the form:
 - Form Name is "Project Business Alignment"
 - Item Name is "New Item"

Step 3: Enter Project Information

- Enter appropriate project name in the “Title” field (required field)
 - In the Home Portfolio Field select the home portfolio for the project (required field)
 - Home Portfolio is the portfolio under which this project will be created and saved.
 - Home Portfolio is your agency project portfolio.
 - Complete the following steps to select your agency project portfolio
 - Click on “Home Portfolio” drop-box
 - From the drop-box select the following:
Commonwealth CTP / Commonwealth Portfolios / Secretariat Portfolio (*Example: 184 – Secretary Of Technology (SOTEC)*)/ Agency Portfolios (*Example – 136 Virginia Information Technologies Agency (VITA)*)/ Agency Project Portfolio (*Example – 136 VITA Projects*)
- Note:**
- You need to click on the “+” sign next to the drop-box value to drilling down and view further portfolio items
 - Portfolios appear as grayed out but further drilling down will display portfolios that are accessible to the user.
- Select Proponent Secretary from the “Proponent Secretary” drop-box (required field)
 - Select Proponent Agency from the “Proponent Agency” drop-box (required field)
 - Select item type from the “Item Type” field (for projects it is required to select “Project”)
 - Provide other required information

Step 4: Submit/Save Project Information

- Click on the “Submit” button to submit (save) and create a new project

Complete the following steps to update and submit a project:

Step 5: Update or Review Project Information

Form – Pre-Select Investment Analysis (*Provide a link to the form*)

Form - Project Business Alignment (*Provide a link to the form*)

Form - Investment Business Case (*Provide a link to the form*)

Step 6: - Submit Projects for Agency Head Approval

Form - Investment Business Case (*Provide a link to the form – Approval Tab, AITR Approval Fields*)

- Complete all AITR Approval Fields
- Click on the “Submit” button to submit/save and Approve the Investment Business Case

Sub-Process 1.2. Create or Update and Submit a New Procurement Business Alignment And Initiation (APR) Form:

Complete the following steps to create a new Procurement Business Alignment and Initiation (APR).

Step 1: Access the Procurement Business Alignment and Initiation (APR) Form:

AITR must complete the Procurement Business Alignment and Initiation (APR) form for each new procurement over \$50,000. The Procurement Business Alignment tabs combine the ITIM requirements for Analyze Business Need and Analyze Investment activities.

Form - Procurement Business Alignment and Initiation (APR) Form (*Provide a link to the form*)

Instructions to Access a Procurement Business Alignment And Initiation (APR) Form

Access My Portfolios:

- *Click on “View” button on the ProSight Menu Bar*
- *Click on “Show/Hide My Portfolios” from the Menu List*
- *“My Portfolios” will be displayed on the left-hand side of the Screen*

Access Procurement Business Alignment And Initiation Form:

- *In My Portfolios Section click on drop-box option*
- *From the drop-box select the following:*
- *CTP processes > ITIM Processes > Role based Processes > AITR Processes > Create, Update, and Submit a New Procurements*
- *Under “Create, Update, and Submit a New Procurement” folder click on the Procurement Business Alignment and Initiation form*

Step 2: Click on the “New” Icon/Button in the upper right corner of the screen

- A blank Procurement Business Alignment And Initiation (APR) Form – will be displayed
- Verify the following before updating the form:
 - Form Name is “Procurement Business Alignment And Initiation (APR)”
 - Item Name is “New Item”

Step 3: Enter Procurement information

- Enter appropriate procurement name in the “Title” field (required field)
- In the Home Portfolio Field select the home portfolio for the procurement (required field)
 - Home Portfolio is the portfolio under which this procurement will be created and saved
 - Home Portfolio is your agency procurement portfolio.

- Complete the following steps to select your agency procurement portfolio
(*Example: "136 VITA Procurements" is the correct procurements portfolio for VITA*)

- Click on the "Home Portfolio" drop-box
- From the drop-box select the following:
Commonwealth CTP > Commonwealth Portfolios > Secretariat
Portfolio (*Example: 184 – Secretary of Technology (SOTEC)*)/ Agency
Portfolios (*Example – 136 Virginia Information Technologies Agency (VITA)*)/
Agency Procurement Portfolio (*Example – 136 VITA Procurements*)

Note:

- You need to click on the "+" sign next to the drop-box value to drill down and view further portfolio items
- Portfolios appear as grayed out but further drilling down will display portfolios that are accessible to the user.
- Select Proponent Secretary from the "Proponent Secretary" drop-box (required field)
- Select Proponent Agency from the "Proponent Agency" drop-box (required field)
- Select item type from the "Item Type" field (for procurements it is required to select "Procurements")
- Provide other required information

Step 4: Submit/Save Procurement information

- Click on the "Submit" button to submit/save and create a new procurement

Complete the following steps to update and submit the Procurement Business Alignment and Initiation (APR) Form:

Step 5: Update or Review Procurement Information

Form - Procurement Business Alignment and Initiation (APR) (*Provide a link to the form*)

Step 6: Specify if this procurement supports a project

Procurements related to a project must specify the project details under the Link to Projects group box.

Form - Procurement Business Alignment and Initiation (APR) Form (*Provide a link to the form*)

- Select project(s) this procurement supports by clicking on the "Add" button.
- Highlight the appropriate project from the drop-box, and clicking OK.
- Describe how the procurement supports the Project by clicking on the Project Name and then clicking on the "Edit" button, or by double clicking on the project name.
 - 'Dependency Properties' window will open and you will be able to enter the description in the "Annotation" box.

Step 7 – Complete Agency Procurement Request Data to initiate an Agency Procurement Request (APR)

To obtain the approval of the Commonwealth Chief Information Officer (CIO) to purchase information technology and telecommunications products and new or expanded services in amounts exceeding \$100,000, the Agency Procurement Request (APR) tabs within the Project Business Alignment form MUST be filled out and submitted to VITA for approval.

The combination of procurement business alignment data and APR data ensures that the Agency IT Strategic Plan is accurate.

Form - Procurement Business Alignment and Initiation (APR) Form (*Provide a link to the form*)

Agency Procurement Request (APR) tabs within the Project Business Alignment form must be filled out and submitted.

- Complete information under the following:
 - Procurement Initiation APR Tab
 - APR Description / Justification
 - APR Estimated Cost

Step 8: Submit Procurement Business Alignment and Initiation (APR) form for Agency Head Approval

Form – Procurement Business Alignment and Initiation (APR) (provide link to the form – Approval – Tab)

- Complete all AITR Approval Fields
- Click on the “Submit” button to submit/save and approve (AITR-Approval) the Procurement Business Alignment and Initiation.

Sub-Process 1.3. Review Approval Status Scorecard

Investment Approval Status can be verified by using the following scorecard:

Scorecard – Approval Status (Strategic Planning) (Provide link to the Scorecard)

- Click on the link to access the scorecards
- Verify that the scorecard and the portfolio are correct

Instructions to Access Approval Status Scorecard

Access My Portfolios:

- *Click on “View” button on the ProSight Menu Bar*
- *Click on “Show/Hide My Portfolios” from the Menu List*
- *“My Portfolios” will be displayed on the left-hand side of the Screen*

Access Approval Status Scorecard:

- *In My Portfolios Section click on drop-box option*
- *From the drop-box select the following:*
- *CTP processes > ITIM Processes > Role based Processes > AITR Processes > Review Approval Status Scorecard*
- *Under Review Approval Status Scorecard folder click on the Approval Status Scorecard link*

Sub-Process 1.4. Set Budget Appropriation / Funding Status

Investment Funding Status must be updated using the “Report #43/44 Funding Status/Not Funded /Not Funded” Scorecard. (Check the double “Not funded”)???

Funding Status of Project and Procurements needs to be updated annually.

These updates can be accomplished on the Open form.

If the funding status is "Not Funded" the project or procurement will not be listed in the “Appendix – A Report”

Scorecard – Report #43/44 Funding Status/Not Funded (Provide link to the Scorecard)

- Click on the link to access the scorecards and update the funding status for agency projects and procurements.
 - Verify that the scorecard and the portfolio are correct
 - Scorecard should be - Report #43/44 Funding Status/Not Funded
 - Portfolio should be – Agency Projects or Agency Procurements
- In the scorecard funding status can be updated to the following values:
 - Not Funded
 - Fully Funded GF 100% - Fully funded from general funds.

- Fully Funded NGF 100% - Fully funded from non-general funds.
- Fully Funded GF/NGF 100% - Fully funded from a mixture of general and non-general funds.
- Partially Funded GF – Partially funded from general funds.
- Partially Funded NGF – Partially funded from non-general funds.
- Partially Funded GF/NGF – Partially funded from a mixture of general and non-general funds.

Sub-Process 1.5. Set Priorities for Major / Non Major Projects:

Each year, agencies must prioritize their major and non-major projects. Priorities for Major and Non-Major Projects can be set using the Agency Prioritization Scorecard. Ensure you choose the Project Portfolio for your agency.

Scorecard - Agency Prioritization Scorecard

- Click on the Agency Prioritization Scorecard link
 - Verify that the item is Project Portfolio for your agency. Example: 136 VITA Projects is a valid portfolio/item for VITA
- Double click on the priority field for a project and enter the 1 thru N number corresponding to the priority assigned to the project

Sub-Process 1.6. Review and Print Appendix – A

Complete the following steps to review and print Appendix – A

Step 1: Access “Appendix A – Complete” Form

Instructions to access form - Appendix A – Complete

Access My Portfolios:

- *Click on “View” button on the ProSight Menu Bar*
- *Click on “Show/Hide My Portfolios” from the Menu List*
- *“My Portfolios” will be displayed on the left-hand side of the Screen*

Access Approval Status Scorecard:

- *In My Portfolios Section click on drop-box option*
- *From the drop-box select the following:*
- *CTP processes > ITIM Processes > Role based Processes > AITR Processes > Print Appendix – A*
- *Under “Print Appendix – A” folder click on the “Appendix – A-Complete” Form link*

Form – Appendix A – Complete (provide a link)

- Click on the link to access the form

- Verify the following
 - Form Name is – Appendix A – Complete
 - Item is – your agency portfolio (Example: 136 Virginia Information Technologies Agency (VITA))
- Appendix A – Complete – Form will be displayed

Step 2: Click on the Appendix A – Tab of the “Appendix A – Complete” Form

- Appendix A – Report will be displayed on this tab
- Confirm the following
 - Form Name is – Appendix A – Complete
 - Item is – your agency portfolio (Example: 136 Virginia Information Technologies Agency (VITA))

Step 3: Review the Appendix A –as displayed in the “Appendix A - Tab”

- "Appendix - A" will be displayed in the Appendix -A Tab" of the form
- "Appendix – A" must be reviewed to ensure that it reflects / or gives a correct picture of the Agency IT Strategic Plan
- If Appendix does not correctly reflect the Agency IT Strategic Plan, revise the appropriate project and procurement entries and resubmit for approval.

Step 4: Print Appendix A – Report

Instructions for printing Appendix –A Report

- Click on the “Form” on the ProSight Menu Bar
- Click on “Print” on the “Form” drop-box
 - Print Setting/Selection Box will be displayed
- Select the following on the Print Setting/Selection Box
 - Select “Current Tab – as we need to print only the Current Tab
 - Select “Portrait”
- Click OK to go to the printer setting screen
 - Printer setting /selection box will be displayed
- Click on the Cancel button to cancel the actual print operation
- A browser window with the link to the Appendix – A Report will be displayed
- Click on the link to go to the Appendix – A Report which is available in a HTML/Printable format
- Confirm the following
 - Item is – your agency portfolio (Example: 136 Virginia Information Technologies Agency (VITA))
- To Print the Appendix – A Report
 - Click on “File” from browser menu
 - Select “Print”
 - Select Printer
 - Select “OK” to Print the Report

Sub-Process 1.7 Certify Major Projects

Agency Head (or their designated representative) MUST Certify Major Projects.

Each year Agency Heads or their designated representative MUST certify Major IT Project Information for their Agency within the Commonwealth Technology Portfolio. The Certification is done at the portfolio level.

AITR is not involved in the preparation the Project Status form. Following Steps are ONLY FOR AITR REVIEW (as necessary) of the Project Status Report and Scorecard

As AITR, review the list of major projects and inform the Agency Head (or designee) to proceed with the certification.

Scorecard - Report #40 & 41 Agency Certification

- Click to access this scorecard and Certify Projects
- Verify that the portfolio/item selected is QBP -Major Project's portfolio for your agency. *Example: 136 VITA QBP-Major Projects is a valid portfolio for VITA.*

Sub-Process 1.8 Certify Agency Strategic Plan

Agency Head (or their designated representative) MUST Certify Strategic Plan Information

Each year Agency Heads or their designated representative MUST certify IT Strategic Planning Information for their Agency within the Commonwealth Technology Portfolio. The Certification is done at the portfolio level.

As AITR, review the list of major projects and inform the Agency Head (or designee) to proceed with the certification.

Scorecard - Report #40 & 41 Agency Certification

- Click to access this scorecard and Certify Projects and Strategic Planning information for the agency.
- Verify that the portfolio/item selected is QBP -Major Project's portfolio for your agency. *Example: 136 VITA QBP-Major Projects is a valid portfolio for VITA.*

Process 2. Project Initiation Phase

During Initiation, IT projects identified in an agency approved IT Strategic Plan are transitioned from an idea to a viable project proposal for consideration and approval by agency executive management. A project charter is issued by the project initiator or sponsor that formally authorizes the existence of a project, and provides the project manager with the authority to apply organizational resources to project activities.

Sub-Process 2.1 Initiate, Update and Submit – Project Proposal and Project Charter

Project Managers or person with the delegated responsibility must complete and submit project proposal and project charter.

Step 1 - Agency uses Project Analysis Worksheet

The Project Analysis Worksheet can assist project managers and agency management in assembling and analyzing information to determine the best solution to resolve the business problem. It also provides information to support management decisions on whether the project should be undertaken. The worksheet presents, in a systematic manner, the solution selected, and the rationale for that selection. Information from the worksheet is transferable to the Project Proposal Document and Project Charter.

Form - Project Analysis Worksheet

- Click on the link above to go to the Project Analysis Worksheet

For all Project Proposals and Charters, the following tools are available for assistance:

External Tool - *Cost Benefit Analysis Tool*

- Provides a preliminary cost estimate and a systematic approach to estimating the strengths and weaknesses of IT alternatives that satisfy agency business requirements.

Instructions - *How -to Conduct Cost Benefit Analysis*

- Provides instruction on how to use the CBA tool and instructions on How-to Conduct CBA.

Workbook Module Link - Project Documentation

Steps to Save CBA Analysis:

- 1) Select "Project Documentation" link above.
- 2) Press "New".
- 3) Supply a document name.
- 4) Press "Upload"
- 5) Press "Browse"
- 6) Select the finished CBA file.
- 7) Press "Open"
- 8) Press "Ok"
- 9) Press "Ok"
- 10) Link will appear in list.

Form - Project Analysis Worksheet

- Update worksheet with figures from the CBA analysis tool.

Form - Preliminary Risk Assessment

- Use the Preliminary Risk Assessment to analyze risk for the project.

Step 2 - Agency MUST complete a Project Proposal

The Project Proposal is the formal proposal to undertake a specific project with a specific solution. The goal of the Project Proposal is to establish the detailed business case for the project and serve as the information source for investment decision makers to determine whether the project should be planned for execution. The project sponsor and Agency Head approve the proposal. The information approved in the project proposal is the basis for the subsequent Project Charter.

Form - Project Proposal (Required Form)

- Click on the link above to go to the Project Proposal.

Step 3 - Agency MUST complete a Project Manager Qualification form

Every Commonwealth IT project must have a designated project manager. The project manager is responsible for the management of the project from planning through closeout. The project manager for a major IT project will be appointed and qualified by the project sponsor and approved by the CIO. Project sponsors will qualify and approve project managers of non-major IT projects. The CIO will consider the non-major IT project manager's qualification status as part of the criteria for non-major IT project development approval. This form provides a summary of the project manager qualifications for the project, allowing easy review and approval by the agency, PMD and the CIO.

Form - PM Qualification (Recommended)

- Click on the link above to go to the PM Qualification form.

Standard - *Project Manager Selection and Training Standard*

For more information on project manager qualification, click on the link below to the Project Manager Selection and Training Standard (COV ITRM Standard GOV2003 -02.3).

Step 4 - Agency MUST complete a Project Charter

A project charter formally communicates the existence of a project. The project charter is the basis for project planning, appoints the project manager, and authorizes the expenditure of resources. The Project Charter must be approved and signed by the approving authority, agency director, project sponsor, and project manager. Cabinet Secretaries and other key stakeholders as appropriate will sign the Project Charter. The approvals formally empower the project manager to expend resources on the project and conclude the initiation phase of the project.

Form - Project Charter

- Click on the link above to go to the Project Charter.

Step 5 - Agency PM MUST submit for approval the Project Proposal, PM Qualification and Charter.

The Agency PM can work with PMD on completing the Project Proposal, PM Qualification and Project Charter. PMD reviews the Proposal, PM Qualification and the Charter and assists the Agency in resolving issues with the documents. The approved Proposal and Charter set the initial baseline for the project. The approval submittal for the Proposal, PM Qualification and Charter is on the Charter Approval tab. Once submitted for approval, the Project sponsor or designated representative reviews and approves.

Process Folder Link - 2.1 Development Approval - Original Approval

- Click on the link above to see all the approvals required.

Step 6 - Project Sponsor or designated representative MUST approve the Project Proposal, PM Qualification and Charter

Process Folder Link - 2.1.1 Project Sponsor Original Approval

- Click on the above link to go to the Project Sponsor approval process

Step 7- Agency Head MUST approve Project Proposal, PM Qualification & Charter

Process Folder Link - 2.1.2 Agency Head Original Approval

- Click on the above link to enter the Agency Head approval process

Approval Versions

** There are three versions of Project Baseline forms: “Original Approved”, “Last Approved”, and the “Open” versions. After initial approval, the Original Approval version is saved. Any changes to the form can be entered in the Open form. Once a change is approved to the Original Approved version, it becomes the Last Approved version. Every subsequent change becomes the Last Approved version. The Open version is always available and is used to make changes to the form. The Original Approved form version is always available for review. Because the Last Approved form is updated each time it is used, version control MUST be accomplished by uploading each approved version in the portfolio tool.**

Step 8 - Secretariat Approval of the Project Proposal, PM Qualification & Charter

Process Folder Link - 2.1.3 Secretariat Original Approval

- Click on the link below to enter the Secretariat Approval process

Step 9 - PMD prepares Balanced Scorecard Assessment and Decision Brief

PMD prepares Balanced Scorecard Assessment and a Decision Brief (for the Secretariat Oversight Committee (SOC). The SOC reviews and makes approval recommendations to the CIO. The Balanced Scorecard and Decision Brief is forwarded to the CIO.

Major IT projects are forwarded to the ITIB for a five day review. The ITIB approves CIO decision or rejects and directs other actions.

Upon ITIB approval, the CIO will forward an Approval for Development (letter) to the Agency Head.

Process Folder Link - 2.1.4 PMD Original Approval

Scorecard - Balanced Scorecard Evaluation to CIO

- Click on the link above to go to the Balanced Scorecard Evaluation (PMD only)

Step 10 - CIO Approval

The CIO reviews, approves/disapproves or requests further information. Approval for Development begins the Planning phase of the project lifecycle.

Process Folder Link - 2.1.5 CIO Original Approval

- Click on the link below to enter the CIO approval process.

**** After CIO/ITIB Approval all baseline categories for the project are LOCKED.****

The baseline categories: scope statement, milestones, and budget data are locked after CIO/ITIB approval. NO changes to the approved baseline categories can be accomplished. Any agency changes to baseline category information must use the Control phase's Change Control process.

Step 11 - ITIB Approval

Major IT projects are forwarded to the ITIB for a five day review. The ITIB approves CIO decision or rejects and directs other actions.

Upon ITIB approval, the PMD Oversight Director sets the investment status category. The CIO will forward a formal Approval for Development (letter) to the Agency Head by email.

Process Folder Link - 2.1.6 ITIB Original Approval

Step 12 -Agency MUST upload (save) Documents to the Portfolio

Steps to Save documents:

- 1) Ensure you have selected the correct "Item"; i.e. the project .
 - 2) On the Black toolbar, choose Item.
 - 3) Select "Upload Document"
 - 4) On the General tab, Browse to the location of the file you wish to upload
 - 5) Ensure the "Place a link in the Item's link list "box is checked.
 - 6) Owner is automatically filled out based on the user log-in
 - 7) Provide a description of the file in the Description Box
 - 8) Select "OK"
- Document is uploaded to document repository for the project, and shows up in the "document links" directory for the associated item in your workbook.
- 9) Close the Documents wizard by selecting "Close"

Workbook Module Link - Project Documentation

- Click on the link to enter the Project Documentation link

Process Folder Link - AITR Processes

- Click on the above link to re-enter AITR role -based processes.

Step 13 - PMD ensures documentation is uploaded

PMD will ensure the appropriate project documents have been uploaded by the Agency. In addition, PMD will save a copy of the project Scorecard Evaluation form to a PMD directory.

Step 14 - Project Manager completes the Project Initiation Transition Checklist

The Project Initiation Transition Checklist is available to assist the Project Manager in transitioning to the next phase.

Form - Project Initiation Transition Checklist

- Click on the link above to go the Project Initiation Transition Checklist.

Next Phase

Process Folder Link - 3.2 Project Planning

- Click on the link above to move on to the Planning Phase.

Process 3. Project Execution and Control Phase:

The Project Execution and Control Phase is the part of the project and product lifecycle where the tasks that build the deliverables are executed. The Project Execution & Control Phase begins when the Detailed Project Plan is approved and the resources necessary for executing the starting task are assembled. Project execution should be in accordance with the approved project plan.

Project execution and control consist of task execution, measuring project progress, reporting project status, and exercising management controls. This phase ends when the product, good, or service developed has met the user acceptance criteria established in the performance plan and a user acceptance document has been completed.

AITR should review the Project Status Report and Scorecard

Sub-Process 3.1 Review - Project Status Report and Scorecard

Project Status will be updated by a project manager and reported on a monthly basis

Step 1: Review Project Status Report

Form – Project Status Report

- Click on the link to access the Project Status Report
- Verify the following:
 - Form is Project Status and
 - Items is the correct “Project Name”

Step 2: Review Project Status Report Scorecard

Scorecard – Report # 46A Project Status (Provide link to the Scorecard)

- Click on the link to access the scorecard
 - Verify that the Scorecard is Report # 46A Project Status
- Select the Agency Project Portfolio
 - Example – 136 VITA Projects is the correct projects portfolio for VITA

(note: the AITR is not involved in the preparation or review of the Project Status form.)

Sub-Process 3.2. Update, and Submit Procurement Initiation (APR):

Complete the following steps to create, update and submit a Procurement Initiation (APR)

Step 1: Access the Procurement Business Alignment and Initiation (APR) Form

Instructions to access form – Procurement Business Alignment And Initiation (APR) Form

Access My Portfolios:

- *Click on “View” button on the ProSight Menu Bar*
- *Click on “Show/Hide My Portfolios” from the Menu List*
- *“My Portfolios” will be displayed on the left-hand side of the Screen*

Access Approval Status Scorecard:

- *In My Portfolios Section click on drop-box option*
- *From the drop-box select the following:*
- *CTP processes > ITIM Processes > Role based Processes > AITR Processes > Create, Update, and Submit Agency Procurement Request (APR)*
- *Under “Create, Update, and Submit Agency Procurement Request (APR)” folder click on the “Agency Procurement Request” Form link*

Form - Procurement Business Alignment and Initiation (APR) Form (Provide a link to the form)

- Click on the link to access the Form
- Verify the following
 - Form Name – Procurement Business Alignment and Initiation (APR)
 - Item Name – “Procurement” to which this Procurement Initiation (APR) is associated

Complete the following Steps to Update and Submit Procurement Initiation (APR):

Step 2: Update or Review the Procurement Business Alignment and Initiation (APR):

Form - Procurement Business Alignment and Initiation (APR) Form (Provide a link to the form)

- Update Procurement Business Alignment Information
 - Update Procurement Business Alignment Information under the following Tabs”
 - Procurement Alignment
 - Service Areas

- Enter, Update Procurement Initiation Information
 - Update Procurement Initiation Information under the following Tabs”
 - Procurement Initiation (APR)
 - APR Description / Justification
 - APR – Estimated Cost
- Click on the “Submit” to save the updated information

Step 3: Submit Procurement Business Alignment and Initiation (APR):

Form - Procurement Business Alignment and Initiation (APR) (Provide a link to the form – Approval Tab/field)

- Click on the above link to access the Procurement Business Alignment and Initiation (APR) Form – Approval tab
 - Complete the Approval Information the following:
 - Approval Trigger Group- Box
- Click on the “Submit” to submit the Updated Procurement Business Alignment and Initiation (APR) Form for AITR Approval

Step 4: Send an e-mail to Agency Head:

Send an e-mail to the AITR to communicate submission of the Procurement Business Alignment and Initiation (APR) Form